

## DEPARTMENT OF CORRECTIONAL SERVICES



- APPLICATIONS** : All applications must be forwarded to: National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).
- CLOSING DATE** : 31 October 2022 at 15h45.
- NOTE** : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities.

## OTHER POSTS

- POST 39/08** : **PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HO 2022/10/01**  
Directorate: Psychological Services
- SALARY** : R1 040 697 per annum, (all-inclusive package)
- CENTRE** : National Head Office, Pretoria
- REQUIREMENTS** : Master degree in Clinical Psychology and registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. A minimum of [3] years' experience as a Clinical Psychologist after registration with the HPCSA. Previous experience working within correctional centres will be an added advantage. Computer literate. Valid driver's licence. Knowledge Required: Understanding of the White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Mental Health Care Act, Public Service Act and Regulations, Public Finance Management Act, with emphasis

on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Excellent writing and communication skills. Demonstrate people management and administrative skills. Knowledge and ability to conduct research. Knowledge of relevant Correctional Services and Mental Health Acts and other relevant legislations. Ability to train other practitioners and provide such training and supervision in accordance with the requirements of their category of registration and scope of practice. Ability to conduct all aspects of psychological practice and research in accordance with guidelines for professional practice of the HPCSA.

**DUTIES** : Assist the Director in the development, implementation and review of monitoring and evaluation policy, strategy framework and standard operating procedure. Manage the implementation of psychological services and programmes. Assist in the design and implementation of monitoring systems, indicators and frameworks for all psychological programs in the directorate. Coordinate the review of psychology policies and procedures for psychological services. Ensure the development of norms and standards for psychological programmes and services. Coordinate inputs from various regions and write reports. Liaise with regions on the delivery of psychological services and programmes. Provide technical support for psychologists within the regions. Provide performance information related to delivery on services on monthly, quarterly, mid-year and annual basis. Manage training and development of personnel according to agreed training interventions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to regions on performance. Supervise, mentor and coach psychologists within the regions on psychological programme. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/09** : **DEPUTY DIRECTOR: PROSECUTIONS REF NO: HO 2022/10/02**  
Directorate: Code Enforcement

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: Relevant Law degree or equivalent qualification. 3-5 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Knowledge of Correctional Service Act. Service delivery and client orientation. Integrity and honesty. Planning and organising. Reporting procedures, policy analysis and development. Inter-personal relationships, problem solving, project management, conflict management, communication, training, negotiation and presentation skills. Innovation and creativity. Risk management. Compilation of management reports. Networking/liaison with stakeholders.

**DUTIES** : Manage prosecutions of disciplinary and appeal hearings, conciliations and arbitrations relating to corruption, theft, fraud and other serious malpractices. Conduct disciplinary and appeal hearings, conciliations and arbitrations relating to corruption, theft, fraud and other serious malpractices. Training of initiators and chairpersons. Management of information system. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/10** : **MANAGER: SOCIAL WORK POLICY GRADE 1: SOCIAL SUPPORT SERVICES REF NO: HO 2022/10/03**  
Directorate: Social Work Services

**SALARY CENTRE REQUIREMENTS** : R806 811 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: Formal tertiary qualification in Social Work that allows professional registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Computer literate. Valid driver's licence. Competencies And Attributes: Project management,

- planning and organizing skills. Communication (written and verbal), networking and professional counselling skills. Policy analysis and development. Financial management. Presentation and people management skills. Ability to compile complex reports. Monitoring and evaluation skills.
- DUTIES** : Facilitate the development of policies for rendering social work service in departments. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research. Ensure that all the administrative functions required in the unit are performed. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/11** : **DEPUTY DIRECTOR: PROGRAMMES AND SERVICES REF NO: HO 2022/10/04**  
Directorate: Formal Education  
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: Recognised degree or diploma in Education or equivalent qualification. 3-5 years management experience within an education environment. Registration with South African Council for Educators (SACE). Computer literate. Valid driver's license. Competencies And Attributes: Analytical thinking. Communication, negotiation, networking, interpersonal, listening and financial management skills. Problem solving. Decision making. Self-management. Time management. Conflict management. Stress management. Project management. Monitoring and evaluation skills. Mentoring. Implementation of performance standards. Report writing. Planning and coordination. Presentation or facilitation skills.
- DUTIES** : Manage and coordinate the provision of market related and needs based formal education programmes. Monitor and evaluate the formal education programmes to ensure quality control and attainment of service level standards. Manage and coordinate community participation in formal education programme, services and activities. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/12** : **DEPUTY DIRECTOR: EVENTS AND PROMOTIONS REF NO: HO 2022/10/05**  
Directorate: Marketing and Promotions
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: National diploma/degree in Communication/ Public Relations/ Marketing or equivalent qualification. 3-5 years proven relevant supervisory experience at Assistant Director Level in a similar environment. Computer literate. Valid driver's license. Competencies And Attributes: Plan, organise, lead and control. Communication, policy development, project and programme management. Conflict management, financial management, facilitation, training and development, change management, problem solving and decision-making skills. Presentation, transformation management, coaching and mentoring. High level of integrity and honesty. Good work ethics, confidentiality, interpersonal relation and time management skills. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Ability to work long hours. Willingness to travel. Influence and impact. Accountability. Diplomacy and tactful.
- DUTIES** : Manage and develop policies and guidelines for the implementation of a national events and provide sup-port. Manage and ensure the promotion of departmental museums and coordinate departmental exhibitions. Manage departmental protocol. Manage the departmental customer service centres. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/13** : **DEPUTY DIRECTOR: WELLNESS CENTRE MANAGEMENT REF NO: HO 2022/10/06**  
Directorate: Employee Wellness

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: An appropriate 3-year national diploma/degree in Biokinetics/ Sports Management/ Social Science and Theology/Humanities or equivalent qualification. 3-5 years supervisory experience at an Assistant Director level in health and wellness or related environment. Relevant knowledge and proven experience in health and wellness environment. Computer literate. Valid driver's licence. Competencies And Attributes: Policy development, analytical, planning and organising skills. Coordination and implementation. Communication and facilitation skills. Project and programme management, change management, client orientation and customer focus, problem solving and service delivery innovation. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of public service policy and legislative framework. Experience and knowledge with regard to wellness programmes. In-depth knowledge and implementation of employee health and wellness programmes. Ability to network with external stakeholders. Understanding of Employee Health and Wellness Framework.

**DUTIES** : Design and implement employee health and wellness policies, procedures and guidelines to improve the overall health and wellbeing of DCS employees. Manage and ensure the establishment of departmental wellness centres, wellness forums and maintenance thereof. Manage and oversee all health and wellness programmes and assessments. Conduct statistical analysis of health and wellness assessment data. Interpret the qualitative and quantitative data. Compile health and wellness reports. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/14** : **DEPUTY DIRECTOR: NETWORK ENGINEER REF NO: HO 2022/10/07**  
Directorate: IT Infrastructure and Telephony

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: Recognized degree or diploma in Computer Science/ Information Technology, or equivalent qualification with 3-5 years' experience in ICT and minimum three (3) years as Assistant Director in IT Infrastructure and Telephony Management. Strong IT network infrastructure skills and experience in managing an enterprise-wide network infrastructure. In-depth knowledge of network planning and design (LAN/WAN support and engineering design for voice, data and video). Experience in installing, configuring, troubleshooting and supporting network operating systems, network management software and network equipment, including but not limited to servers, firewalls, routers, switches, controllers etc. In-depth knowledge of Virtual Local area networks (VLANs) and IP Subnetting. In-depth knowledge of IP PBX. Computer literate. Valid driver's license. Competencies and Attributes: Understanding and implementing of network traffic analysis, remote access methods and systems, inspection of firewalls, encryption, authentication and authorisation technology. Knowledgeable in application transport and network infrastructure protocols (SSL/TLS, VLANs, DHCP, NTP, FTP, HTTP, SNMP, CIFS, LDAP, and Microsoft AD), and possess an understanding of how to support these applications / protocols when accessed through VPN and firewall appliances. Hands-on technical experience working with VPN technologies (IPSEC, SSL VPN, VPNRA, etc.). Working knowledge of structured cabling systems, standards and technologies, network facilities, environmental controls, etc. Knowledge and understanding of VOIP equipment and operation. Documenting and explaining network topologies. VMware Enterprise administration experience will be an advantage. Ability to quickly learn new or unfamiliar technologies and products, independently using documentation and

- online resources. Excellent customer relations management skills. Understanding of SITA procurement processes. Analytical, communication and problem-solving skills.
- DUTIES** : Local area network and wide area network administration. Network design and configurations of VLANs. Ensure stable and reliable operation of the Departmental IT network infrastructure in order to provide maximum performance, responsiveness and availability of network services to users. Administration of IP PBX and Collaboration services. Firewall administration and maintenance. Analyse network security requirements and implement perimeter security changes. Provide input for a monthly progress and firewall status report. Data backup and disaster recovery. Perform data backups and restoration of managed systems. Develop and maintain network and operational server recovery procedures as part of the disaster recovery plan. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.
- POST 39/15** : **DEPUTY DIRECTOR: IT SERVER ENGINEER REF NO: HO 2022/10/08**  
Directorate: IT Infrastructure and Telephony
- SALARY** : R744 255 per annum (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An appropriate diploma/ degree in Computer Science/ Information Technology/ Communication Networks, or equivalent qualification. ITIL Foundation or later version will be an added advantage. 3-5 years' experience in ICT and minimum 2-3 years in IT Server Infrastructure Management. Computer literate. Valid driver's licence. Competencies And Attributes: Related software and hardware server infrastructure design and maintenance including virtualization solutions. Knowledge of server fault diagnosis and rectification. Active directory design, implementation and management. Knowledge of server policies compilation and implementation. Knowledge of server security implementation and management. Strong IT server infrastructure and virtualization skills are required. Knowledge of multiple technical disciplines (server topologies, converged server environment, PC workstation configuration and connectivity file servers, Ms Exchange, Active Directory/DNS, Transversals application, cloud technology and troubleshooting techniques). Understanding of network infrastructure. Strong communication and report-writing skills. Strategic capacity and leadership, people management and empowerment, programme and project management, financial management and change management. Good customer relations. Self-driven, articulated and systematic performers with good interpersonal skills and who thrive under pressure. Thorough understanding of patching tools and security vulnerability scanning.
- DUTIES** : Install, configure and manage servers of different operating systems including fixing issues and upgrading while implementing enhancements to improve performance and reliability. Design, implement, and manage enterprise system technologies. Support and maintain the Microsoft Exchange on VMware vSphere. Support and manage stand-alone servers, virtualization technologies and Cloud Solutions. Develop ICT change management policy and procedure. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/16** : **DEPUTY DIRECTOR: BUSINESS SOLUTION MAINTENANCE REF NO: HO 2022/10/09**  
Directorate: Applications Development
- SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : A recognized degree or diploma in computer science/ information technology, or equivalent qualification. Five (5) or more years in ICT and minimum three (3) years developing and maintaining systems in magic and / or unipaas language. Ms SQL database or eight (8) or more years developing and maintaining systems in magic and/ or unipaas language Ms SQL database. Computer literate. Valid driver's license. Competencies and attributes: Ability to understand current/ changing business processes. Participation in defining application and platform functionality. Exercise independent judgment in

solution deployment methods, techniques and standards. Demonstrate a sound understanding of how the overall business solution is positioned, deployed and supported globally. Evangelizing business benefits to IT and influence project team priorities as well as to resolve user issues. Strong negotiation and consensus building skills when dealing with internal customers and team members. Excellent problem-solving skills. Ability and interest in working in a diverse environment. Strong verbal communication skills. Strong development skills in any of the following magic and/or unipaas, Java, or C# language.

**DUTIES** : Evaluate requirements and analysis across various systems with a view to design, build, integrate, document and implement applications systems as well as enhancing existing systems. Collaborate with business partners to find alternatives and solutions to business challenges. Seek out systems or solution that can be used as a leverage to meet business requirements. Engage the business early and effectively building solid relationship and pushing IT value upstream as key business direction is being set. Identify, understand, negotiate and document business requirements with various groups. Act as primary liaison with business analyst during the development lifecycle from needs analysis and bug tracking to UAT and rollout. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/17** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: HO 2022/10/10**  
Office of the CDC Remand Detention  
Re-Advertisement

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: Recognised three (3) year degree or national diploma in Public Management or equivalent qualification. 3-5 years management experience in a similar environment. Valid driver's license. Computer literate. Competencies And Attributes: Policy coordination. Communication. Project and programme management. Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.

**DUTIES** : Manage and coordinate the formulation and analysis of policies. Provide advice and support to management and operational staff with regard to strategic planning, operational planning and control. Management of processes of compliance in the branch. Provide administrative support to the Chief Deputy Commissioner's office. Research and benchmark on issues pertaining to strategic management. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/18** : **DEPUTY DIRECTOR: PERFORMANCE AUDITING REF NO: HO 2022/10/11**  
Directorate: Internal Audit

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: B. Comm/B. Compt (with Accounting and Auditing as majors) or equivalent qualification. 3-5 years management experience in a similar environment. Registration with the Institute of Internal Auditors of South Africa. Willingness to travel. Valid driver's license. Computer literate. Competencies And Attributes: Knowledge of the Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Act and related regulations and standards for the Professional Practices of Internal Auditing. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Project planning and management. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving, facilitation, coordination and leadership skills. Time management.

<b><u>DUTIES</u></b>	:	Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.
	:	Contribute in the review of performance audit methodology and development of an annual operational and (3) year strategic plan. Supervise, support and review performance audit engagements and assess performance audit results against engagements, objectives and scope. Determination of performance audit engagement resources and resource allocation. Perform high level and other audit engagements as and when necessary. Evaluate audit conclusions and recommendations. Compile draft and final performance audit reports. Perform follow-up on management action plans. Compile progress reports and where applicable, attend entry and exit meetings to present the reports. Project management including financial, human resources and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/19</u></b>	:	<b><u>DEPUTY DIRECTOR: CAREER MANAGEMENT REF NO: HO 2022/10/12</u></b> Directorate: HR Support
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate degree or national diploma in Human Resources Management/Industrial Psychology/Personnel Management or relevant qualification. 3-5 years' experience at Junior Management/Assistant Director level in Human Resources. Relevant management development programmes. Computer literate. Valid driver's licence. Competencies and Attributes: HR mandates regarding career management. DCS career management policy and processes. Knowledge of Labour Relations Act, Public Service Regulations, collective agreements with regard to career management and DPSA circulars with regard to career management. Policy development; analysis, monitoring, evaluation and implementation. Information collection, analysis, interpretation, dissemination with regard to performance assessment policies, regulations and acts. Project management. Analytical thinking. Basic Conditions of Employment Act. Relevant PERSAL functions. Employment Equity Act. Technical report writing. Listening skills. Networking/liaison with stakeholders. Negotiation. Problem solving. Corporate Services Strategic Plan. DCS strategic plan. Project management principles. DCS delegations of authority. Communication skills. Applied strategic thinking. PFMA – compilation of budgets, estimation, expenditure and reporting. DCS Financial Policy regarding claims, expenditure, advances, payments, invoices, etc. HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc.
<b><u>DUTIES</u></b>	:	Co-ordination and management of career management sub-directorate and support to head office and regions. Coordinate and consolidate department activities in relation to pay progression, grade progression, long service and implementation of various OSDs and collective agreements with regard to career management. Provide budget estimates for the implementation of OSDs in relation to career management. Verification and management of assets in the directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/20</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: HO 2022/10/13</u></b> Directorate: Service Delivery Improvement
<b><u>SALARY</u></b>	:	R744 255 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Recognised national diploma or degree in Public Administration/Organisational Development/Project Management/Production Management/Industrial Psychology/Human Resources Management/Operations Management/Work Study or equivalent recognised qualification. Minimum of 3-5 years' experience at an Assistant Director level in operations management practices related to service delivery modes and models, business process management, standard operating procedures, service standards, service charters and Batho Pele

coordination. Computer literate. Valid driver's licence. Competencies And Attributes: Effective strategic thinking, project and programme management. Very good written and verbal communication, analytical thinking, research, problem solving and policy development skills. Ability to apply information technology and communication management. Proven policy development experience. Knowledge of governmental policies and processes pertaining to operations management. Thorough knowledge of the laws, regulations and practices applicable to operations management in the Public Service, in particular – Public Service Act, 1994 (as amended), Public Service Regulations 2016 and the Constitution, 1996. Knowledge of DPSS policies and prescripts related to operations management in the public service. People management, financial management, planning and organising. Knowledge of project and change management.

**DUTIES** : Develop policies, norms and standards, frameworks, guidelines and toolkits to implement and maintain the operations management framework. Manage the implementation of business process management. Provide technical support to regions on the implementation of operations management framework. Provide support to monitor, evaluate and report on the institutionalisation and implementation of the operations management framework. Review, manage and monitor the Service Delivery Improvement Plan (SDIP) and Service Delivery Model (SDM). Review of the identified services through utilizing business process management methodologies to identify improvements. Conduct stakeholder engagements on the development of the SDIP and SDM. Submit annual report on SDIP implementation. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/21** : **DEPUTY DIRECTOR: PLACEMENT REF NO: HO 2022/10/14**  
Directorate: HR Administration and Utilization

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: Relevant (3) years national diploma or degree in Human Resources or equivalent. 3-5 years relevant experience in Human Resources at supervisory/management (ASD) level. Computer literate. Valid driver's licence. Competencies And Attributes: PFMA – compilation of budgets, estimation, expenditure and reporting. Project management principles. Knowledge of Public Service Regulations, DCS placement policy and processes, Basic Conditions of Employment Act, HR mandates on placement and personnel provision plan. Analytical thinking. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection, analysis, interpretation, dissemination with regard to HR Placement policies. Strategy development on placement. Knowledge of relevant Persal functions, Employment Equity Act, Employee Relations Act and Correctional Service Act. Listening and negotiation skills. Networking /liaison with stakeholders. Project management. Problem solving and decision-making skills. DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Project management principles. Good communication skills.

**DUTIES** : Manage interdepartmental transfers of staff in line with applicable policies/resolutions. Manage transfers at state cost for all levels. Manage transfers at own time and cost for level 8-13. Manage and administer the secondment of staff in line with applicable policies/resolutions. Administer secondment to labour organisations. Manage and oversee the payment of claims for transfers and relocation. Develop and/or review HR transfer policies and guidelines in line with the applicable policy resolutions. Monitor, interpret and review transfer policy and procedures to determine whether applicability. Management of human resources, finances and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**NOTE** : Appointment under the Public Service Act.



**POST 39/22** : **DEPUTY DIRECTOR: CONTRACT COMPLIANCE REF NO: HO 2022/10/15**  
Directorate: Contract Management  
Re-Advertisement

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognised three (3) year degree or national diploma in Supply Chain Management. 3-5 years' experience in a supervisory level. Computer literate. Valid driver's license. Competencies And Attributes: PFMA - compilation of budgets, estimation, expenditure and reporting. Administrators Guide on the Promotion of Administrative Justice Act. Financial Administrative Procedures (FAP) regarding claims, expenditure, advances, payments, invoices, etc. Financial directives/ circular and Basic Accounting System (BAS). HR Policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Personnel directives/circulars. General and special conditions of contracts. Knowledge of Public Service Regulations and Public Service Act. Analytical thinking. Applied strategic thinking. Diversity management. Good communication, presentation, report writing, facilitation, training, problem solving and decision-making skills. Time management. Assertiveness. Change Management. Project management.

**DUTIES** : Management of the sub-directorate: Control/facilitate training courses. Control/undertake performance assessments of personnel (term reviews/annual assessment). Managing of the manpower plan. Preparation and presentation of ad hoc subjects at National Logistic Conferences. Represent the sub-directorate at regional work sessions on invitation of Regional Commissioners. Compliance control of capital equipment, professional services and general stock: Control the distribution and interpretation of contracts. Control general contract administration with regard to capital equipment, professional services, APOPS and general stock. Control contract deviation administration. Control compliance with commercial law when enacting penalties against suppliers. Consideration of appeals. Contract support to suppliers and users. Facilitate the continuation of transversal/ad hoc period contracts. Monitor supplier performance. Long term supplier relationships. Control proper safekeeping of contracts. Advise auditors, users and inspectorate with regard to contract deviations. Submit management information to management. Control monitoring visits to practise. APOPS Contract Management: The management of Public Private Partnership contracts. The maintenance of Public Private Partnership contracts. The financial management of Public Private Partnership contracts. The monitoring of socio-economic empowerment during operational phase of the contract. The control of insurances. Control over invoices/payments. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/23** : **DEPUTY DIRECTOR: CONTRACT POLICY FORMULATION REF NO: HO 2022/10/16**  
Directorate: Contract Management

**SALARY** : R744 255 per annum, (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized (3) years degree/diploma in the field of Supply Chain Management/Contract Management or equivalent qualification. 3-5 years' experience in contract management policy formulation at supervisory/management (ASD) level. Computer literate. Valid driver's licence. Competencies And Attributes: A thorough understanding of policy compilation, evaluation, review and implementation. Research (quantitative and qualitative) skills. Knowledge of Public Finance Management Act (PFMA). Compilation of budgets, estimation, expenditure and reporting. Administrators Guide on the Promotion of Administrative Justice Act. Financial Administrative Procedures (FAP) regarding claims, expenditure, advances, payments, invoices, etc; financial directives/circulars and Basic Accounting System (BAS). HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, personnel directives/circulars. Knowledge of

Public Service Regulations; Public Service Act and Employee Relations Act. Analytical thinking and applied strategic thinking. Communication, diversity management, presentation and report writing skills. Assertiveness, problem solving, decision-making, planning and organising skills. Integrity and honesty. Compilation of management report. Ability to work under pressure. Ability to work in team and independently. Time management, confidentiality, building capacity, loyalty, trustworthy, committed and disciplined. Service delivery and client orientated. Knowledge of project management.

**DUTIES** : Manage the policy and procedures of contract management within the department. Compilation of policies and procedures. Manage/oversee the implementation of proper contract management within the department. Control formal contract conditions. Manage, undertake and review the monitoring, analysis and determination of actions to ensure proper contract administration. Control and negotiate service level agreements. Manage the coordination, review and monitoring of contract compliance. Determine whether products/services are delivered at the right time. Management of human resources, finances and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/24** : **ASSISTANT MANAGER: COMMUNICABLE DISEASES REF NO: HO 2022/10/17**  
Re-Advertisement  
Directorate: Health Care Services

**SALARY** : R624 216 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's license. Competencies And Attributes: Understanding of the PFMA, DCS legislative and policy frameworks. Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Knowledge of nursing statutes and other relevant legal frameworks. Communication skills. Service delivery innovation. Problem solving. Planning and organizing. Liaison and networking. Coordination. Facilitation skills. Confidentiality. Interpersonal skills.

**DUTIES** : Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for communicable diseases. Provide direction and supervision for the implementation of programmes and services for communicable diseases (clinical practice/quality patient care). Implement standards, practices criteria and indicators for quality nursing (quality of practice). Facilitate practice nursing and health care in accordance with the laws and regulations relevant to nursing and care. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/25** : **ASSISTANT MANAGER: NON-COMMUNICABLE DISEASES REF NO: HO 2022/10/18**  
Directorate: Health Care Services

**SALARY** : R624 216 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A

post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Computer literate. Valid driver's license. Competencies And Attributes: Policy and procedure design and development. Programme management. Monitoring and evaluation. National standard setting. Resource management. Nursing statutes and other relevant legal frameworks. Good communication (both written and verbal). Interpersonal relations. Research principles. Liaison and networking. Coordination. Facilitation. Problem solving. Planning and organizing.

**DUTIES** : Provide a comprehensive package for preventive, promotive, curative and rehabilitative services for non-communicable diseases. Provide direction and supervision for the implementation of programmes and services for non-communicable diseases (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Facilitate the practice of nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Utilize resources efficiently and effectively. Maintain a constructive working relationship with nursing and other stakeholders. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/26** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HO 2022/10/19**  
Directorate: Legal Contract Management

**SALARY CENTRE REQUIREMENTS** : R480 927 per annum  
: National Head Office, Pretoria  
: LLB or (4) year recognized legal qualification. Eight (8) years post-qualification legal experience. Admitted Attorney/Advocate will be an advantage. Supervisory experience in legal administrative environment. Computer literate. Valid driver's license. Competencies And Attributes: Experience in drafting and conclusion of contracts, MOUs, MOAs and implementation protocols. Understanding of law contract. Understanding of the PFMA and National Treasury Regulations, DCS legislative and policy frameworks. Understanding of Public Service policy and legislative frameworks. Strategic capability and leadership. Service delivery innovation. Presentation and report writing skills. Conflict management. Problem solving and analysis. People management and empowerment. Project and programme management.

**DUTIES** : Manage and supervise the provision of legal support to the department in the management and monitoring of contracts. Administer legal opinions and provide legal advice and support to management and other stakeholders. Render legal support on policy amendments. Draft legislation/legal documents. Receive request from functionaries for legal assistance. Furnish legal advice to personnel. Maintain legal libraries. Conduct legal research and legal education. Represent the DCS on various forums. Supervise Legal Administration Officers within the component. Ensure vetting, editing policies and legal certification. Ensure the execution of judicial acts. Manage and monitor major contracts to ensure compliance and adherence to the terms and conditions as well as deliverables of the contracts. Provide legal support and guidance to departmental contract management structures. Develop and coordinate the implementation of legal contract management tools. Represent the department in dispute resolution structures and on contract related litigation matters. Ensure supervision, research and analysis of the implications of case law, legislation, regulatory matters that affect the department. Manage assets, financial and human resources allocated to the sub-directorate.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

- POST 39/27** : **ASSISTANT DIRECTOR: RISK BASED AUDIT REF NO: HO 2022/10/20**  
Directorate: Internal Audit
- SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : B. Comm/B. Compt. (with Accounting and Auditing as majors) or equivalent qualification or a (3) year National Diploma in Internal Auditing. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of the Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other System/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resource management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.
- DUTIES** : Conduct audit planning and reporting activities according to established policies. Assist in developing budgets and timelines for upcoming audits. Develop audit procedures. Supervise audit team to ensure quality and on-time delivery. Evaluate performance of audit staff and provide appropriate feedback. Assist in risk assessment and mitigation activities. Identify staff technical developmental requirements and assist in organizing training programmes. Coordinate with team to review audit findings. Prepare reports with audit findings and recommendations. Evaluate and enhance internal controls to improve operational efficiency. Communicate audit status to management on a regular basis. Discuss with management audit observations, recommendations and actions to be taken. Prepare clear and complete audit work papers and store them in department repository. Analyse and resolve audit issues in a timely fashion. Management of resources.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/28** : **ASSISTANT DIRECTOR: EXTERNAL TRAINING REF NO: HO 2022/10/21**
- SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria: Directorate: Policy and External Training  
**REQUIREMENTS** : Three [3] year degree/national diploma in Human Resources or equivalent related field. 3-5 years' experience in the field of Human Resources Development environment. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of Government programmes such as ASGISA. Knowledge of DCS policies, legislation and strategy (WPCSA, Correctional Services Act, DCS Strategic Plan, Code of Conduct). Understanding of basic accounting systems, policies and legislation of Government (PFMA, Supply Chain Management). Knowledge of HR policies and Legislation (BCEA, Labour Relations Act, Disciplinary Code and Procedure). Facilitation and presentation, project management, communication and marketing, report writing, database management, generic management, analytical, negotiation, transformation and change management skills. Assertiveness. Decisiveness. Customer Service orientation. Tolerant. Initiative. Honesty and Integrity. Emotional Intelligence.
- DUTIES** : Coordinate training intervention for SADC and African countries. Coordinate external training interventions submissions, contracts and learner records and external budget. Coordinate and consolidate training report. Make payment to service providers in line with policy. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/29** : **ASSISTANT DIRECTOR: REMUNERATION CONTROL REF NO: HO 2022/10/22**  
Directorate: HR Administration and Utilization
- SALARY** : R382 245 per annum

**CENTRE REQUIREMENTS** : National Head Office, Pretoria  
: National diploma or degree in Human Resources or equivalent. 3-5 years supervisory experience in HR. PERSAL training. Computer literate. Valid driver's license. Competencies and Attributes: HR mandates relating to HR remuneration. Basic Conditions of Employment Act. Service benefits. DCS remuneration policy and processes. Remuneration manual. National Qualifications Policy as by SAQA & NQF. Knowledge of relevant PERSAL functions. PFMA on remuneration control. Code of remuneration/PAS. Financial manual. Departmental Bargaining Chamber Resolutions with regard to HR remuneration. Employee Relations Act. Public Service Regulations. Listening skills. Problem solving. Networking/liaison with stakeholders. Decision making. Team leadership. Project management principles. HR policies related to leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances, etc. Communication skills. DCS financial policy regarding claims, expenditure, advances, payments, invoices, etc. Applied strategic thinking. Relevant DCS management development programmes.

**DUITES** : Administration of salaries in line with various Occupation Specific Dispensations (OSD), salary rectifications and monitoring. Development of salary scales of all DCS appointees under the Correctional Services Act. Management of financial disclosures for SMS and other categories of employees. Reporting of personnel expenditure. Remuneration of key management personnel and family members. Management of remunerative work outside the public service and ensure compliance with policy. Management of verification of qualifications for all officials and the administration of 10% qualification bonus. Management of payroll certifications for the department. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/30** : **ASSISTANT DIRECTOR: ADMINISTRATIVE SECRETARY**

**SALARY CENTRE** : R382 245 per annum  
: National Head Office, Pretoria: Office of the DC Remand Support Services (Ref No: HO 2022/10/23) (Re-Advertisement)  
: National Head Office, Pretoria: Office of the DC Policy Coordination and Research (Ref No: HO 2022/10/24)

**REQUIREMENTS** : Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**DUTIES** : Ensure a smooth document flow system in the office. Ensure compliance of return dates. Ensure quality control over the documentation received. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/31** : **ASSISTANT DIRECTOR: CURRICULUM MANAGEMENT REF NO: HO 2022/10/25**  
: Directorate: Formal Education

**SALARY CENTRE** : R382 245 per annum  
: National Head Office, Pretoria

- REQUIREMENTS** : Recognised three (3) year degree or national diploma in Education. 3-5 years' experience in curriculum management and administration. Exposure to and knowledge of curriculum development matters within the education sphere especially within the GET and FET bands. Computer literate. Valid driver's license. Competencies And Attributes: Strategic planning, data analysis, facilitation and problem-solving skills. Understanding of Public Service policy and legislative framework. Understanding of broader public service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions. Change and diversity management skills. Good interpersonal and strong analytical and communication capabilities.
- DUITES** : Oversee the development, implementation and monitoring of policies relating to the following: Effective management of curriculum related matters with regard to formal education of offenders. Research on curriculum developments within the broad education sphere with a view to application within a correctional setting. Facilitation of educator development on curriculum related matters. Liaison with various service providers on relevant learner teacher support material in line with new curriculum requirements. Identification and advice on appropriate curriculum that must be followed by various centres in both the GET and FET bands. Facilitation of procurement of relevant and appropriate learner and teacher support material in line with curriculum requirements. Networking with broad stakeholders on education related matters. Monitoring and evaluation of curriculum implementation. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/32** : **ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT (SPIRITUAL CARE) REF NO: HO 2022/10/26**  
Directorate: Spiritual Care
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
National Head Office, Pretoria  
Recognized degree or national diploma in Theology from an accredited theological institution or equivalent qualification. Ordination as a minister of church/faith with 3-5 years supervisory experience. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge and skills in research methodology, programme development and programme facilitation. Knowledge and skills in the development of needs-based spiritual care programmes for people in a correctional environment. Understanding of and able to work in a multi-faith environment. Ability to network with different churches, faiths and stakeholders. Presentation and decision-making skills. Experience in coaching and mentoring. Financial management. Project management. Problem solving. Conflict and change management. Understanding of public service policy and legislative framework in which spiritual care in correctional services function.
- DUITES** : Determine research needs and conduct research. Ensure effective administration and control over research projects related to spiritual care programmes for offenders according to DCS Policy. Develop and present needs based spiritual care programmes. Implement, monitor and evaluate policies and procedures. Empower spiritual care personnel. Market spiritual care services and establish partnership with internal and external stakeholders. Implement the moral renewal programme for offenders. Liaise with internal and external stakeholders in the implementation of programmes and enhancement of social reintegration services. Manage spiritual care programmes and projects. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/33** : **ASSISTANT DIRECTOR: WORKSTUDY AND JOB EVALUATION REF NO: HO 2022/10/27**  
Directorate: HR Planning  
Re-Advertisement
- SALARY CENTRE** : R382 245 per annum  
National Head Office, Pretoria

**REQUIREMENTS** : Degree or national diploma in Management Services or equivalent qualification. 3-5 years supervisory experience. Extensive organization and workstudy experience of all types of investigations. Knowledge of work study techniques. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Plan, organize, lead and control. Facilitation, project management, presentation, conflict management, report writing and time management skills. Confidentiality. Coaching and mentoring. Understanding of public service policy and legislative framework. Knowledge of Correctional Services Act. Delivery and client orientation. Integrity and honesty. Assertiveness. Willingness to travel. Influence and impact. Communication, decision-making and problem-solving, networking/liaison with stakeholders and negotiation skills.

**DUTIES** : Management and maintenance of the organizational structure. Determine post establishment requirements. Coordinate the development and compilation of job descriptions and job profiling. Provide recommendations/proposals to management on work efficiency through the application of workstudy techniques such as business process reengineering. Implement policies, regulations, practices and procedures. Conduct job evaluation. Position posts on the organizational structure. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/34** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: HO 2022/10/28**  
Directorate: HIV and AIDS

**SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An appropriate national diploma or degree in nursing/social sciences or equivalent. A minimum of 3-5 years appropriate and recognizable experience in the anti-retroviral (ARV) treatment programme. Current registration with the South African Nursing Council (SANC) as a Professional Nurse will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Experience in HIV & AIDS. Experience in monitoring and evaluation. Good interpersonal skills. Good communication and report writing skills. Project and programme management, client orientation and customer focus, problem solving and analysis, decision making, people empowerment, integrity and honesty, confidentiality and coordination skills. Understanding of Public Service policy and legislative framework. Initiative. Team player. Ability to network and liaison. Knowledge of all legislations, norms and standards that governs health care. Planning and organising.

**DUTIES** : Provide support and coordination in implementing key strategies to improve the clinical outcomes of the HIV positive clients who are on life-long anti-retroviral treatment. Provide training, mentorship and oversight with regards to the clinical management of the ARV clients with the objective of improved clinical outcomes. Provide advance clinical care and HIV treatment support in the regions. Develop and implement quality improvement projects to improve outcomes. Manage clinical HIV/AIDS programme statistics for analysis and presentation. Management of resources and personnel information.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/35** : **ASSISTANT DIRECTOR: CARE AND SUPPORT COORDINATOR REF NO: HO 2022/10/29**  
Directorate: HIV and AIDS

**SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An appropriate national diploma or degree in nursing/social sciences or equivalent. 3-5 years' experience in HIV/ AIDS and related care and support. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Experience in HIV & AIDS. Experience in monitoring and evaluation. Good interpersonal skills. Good communication and report writing skills. Project and programme management, client orientation and customer focus, problem solving and analysis, decision making, people

- empowerment, integrity and honesty, confidentiality and coordination skills. Understanding of public service policy and legislative framework. Initiative. Team player. Ability to network and liaison. Knowledge of all legislations, norms and standards that governs health care. Planning and organising.
- DUTIES** : Develop or review policies, guidelines, process maps, and standards for the delivery of care and support programme and services in line with the National Department of Health and SANAC prescripts and directives. Develop and coordinate strategies and execute interventions/activities to ensure the provision of quality care and support programmes and services in line with the latest National Strategic Plan for HIV/AIDS, TB and STIs, new programme developments, operational requirements and other Department of Health prescripts and directives. Participate in the development/alignment of the HIV and AIDS care and support tools for monitoring and evaluation purpose. Compile a database of, establish and maintain partnerships with the Department, relevant government departments, NGO's, CBO's, FBO's, tertiary institutions, statutory bodies and individuals in the delivery of Care and Support Programme and services to inmates. Management of resources.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/36** : **ASSISTANT DIRECTOR: HIV AND AIDS: RESEARCH AND DEVELOPMENT REF NO: HO 2022/10/30**  
Directorate: HIV and AIDS
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: National Head Office, Pretoria  
: An appropriate national diploma or degree in nursing/social sciences or equivalent. 3-5 years' experience in HIV/ AIDS and related research and development. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Experience in HIV & AIDS. Experience in monitoring and evaluation. Good interpersonal skills. Good communication and report writing skills. Project and programme management, client orientation and customer focus, problem solving and analysis, decision making, people empowerment, integrity and honesty, confidentiality and coordination skills. Understanding of public service policy and legislative framework. Initiative. Team player. Ability to network and liaison. Knowledge of all legislations, norms and standards that governs health care. Planning and organising.
- DUTIES** : Develop or review policies, guidelines, assessment tools, and standard operating procedures, protocols in relation to the HIV and AIDS and related programme. Convene and or participate in meetings to develop/align/review/customise the HIV and AIDS, STIs and related prevention, as well as care and support tools for programme assessment purpose in line with applicable legislative prescripts. Develop and coordinate strategies and execute interventions/activities to ensure the provision of quality HIV&AIDS research and development programme. Collaborate with the HIV and AIDS prevention, as well as Care and Support Coordinators and Regional Coordinators to conduct HIV/AIDS and related programme assessments/research to enable decision making. Manage stakeholder relations/collaboration. Coordinate development and sign-off of the programme memorandum of agreement/understanding/service level agreements. Management of resources.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/37** : **ASSISTANT DIRECTOR: ANALYST DEVELOPER REF NO: HO 2022/10/31 (X2 POSTS)**  
Directorate: Application Development
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: National Head Office, Pretoria  
: Relevant degree or national diploma in information technology or equivalent qualification. 3-5 years relevant experience as developer and analyst programmer in Microsoft environment. Knowledge of magic software will be an added advantage. One or more of the following programming languages, databases and programming techniques is required (C/C ++, VB.Net, Java, XML, ODBC, Oracle, SQL, PHP, Jasper, Toad, Tomcat and Glassfish). Computer



literate. Valid driver's license. Competencies And Attributes: Knowledge of NET enterprise applications, preferably using VB.net and ASA.net. Knowledge of system analysis and design, including object orientated. SQL server and relational database experience. Good presentation skills. Analytical and design skills. Ability to work under pressure. Good report writing and good communication skills. Problem solving skills. Knowledge of programming database. Knowledge of application development. Project management skills. Sound HR management skills. Financial management skills.

**DUTIES** : Development of future application systems. Deliver quality of delivered solutions. Keep up to date with new development languages such as NET, JAVA, PYTHON and acquire new skill as and when required. Quality assurance and end user assistance. Proactively involved in system testing. Analyze and implement new systems as per specifications. Maintain and customize new applications systems. Analyze and coordinate data. Assist with database administration. Liaise with project managers, business and systems analysts on system specifications. Design and code programmes in line with department standards and good design principles. Programme coding. Documenting all programmes to the required standards. Liaise with other members of developing team on programme and coding techniques. Support problem solving. Management of resources.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/38** : **ASSISTANT DIRECTOR: IT RISK AND COMPLIANCE REF NO: HO 2022/10/32**  
Directorate: Systems Development and Maintenance

**SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized degree or national diploma in Information Technology. 3-5 years' working experience in Information Technology. Extensive knowledge of CGICTPF. Extensive knowledge of COBIT 5. Risk Management qualification will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Communication skills. Knowledge of supply chain management procurement policy. Presentation skills. Problem solving. Facilitation skills. Time management. Confidentiality. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of IT governance. Service delivery and client orientation. Integrity and honesty. Ability to network. Be able to function autonomously. Self-driven. Interpersonal skills. Client and third-party liaison, ensuring a healthy and professional business relationship with key clients. Quality management by ensuring the implementation of quality assurance management principles.

**DUTIES** : Monitor the implementation of IT governance framework. Coordinate and implement GITO change control policy Procedure. Develop and monitor GITO operational risks register. Coordinate GITO audit findings (internal and external). Management of resources.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/39** : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: HO 2022/10/33**  
Directorate: Internal Communication and Media Production

**SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognised degree or national diploma in Communication/ Journalism or equivalent qualification. 3-5 years' experience at a supervisory level in the communication sector. Valid driver's license. Computer literate. Competencies and attributes: Proven ability to understand an institution's internal communication needs. Proven ability to conceptualise, execute and measure the effectiveness of internal communication channels and messages. Proven experience in writing and editing articles. Proven excellent command of written and spoken English. Experience with or thorough understanding of a Content Management System (CMS) for intranet or internet will be an advantage. Ability to work under pressure and according to tight deadlines. Willingness to travel and work overtime. Honesty and integrity. Attention to detail. Plan and

		organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to coordinate and organize work related tasks. High level of reliability. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Assist with managing the department's intranet. Manage and improve the daily system of internal notices. Write, edit and proofread internal communication messages. Develop feedback mechanisms to objectively measure effectiveness of internal communication channels and messages. Regularly monitor intended reach and effectiveness against communication objectives and against communication strategy and compile reports thereof. Build networks and partnerships within the department that will help ensure optimal coverage of defining moments of service delivery for purposes of communicating it internally. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/40</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLICATIONS AND DISTRIBUTION REF NO: HO 2022/10/34</u></b> Directorate: Internal Communication and Media Production
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Recognised degree or national diploma in Communication, Journalism or equivalent qualification. 3-5 years' experience at a supervisory level in the communication sector. Valid driver's license. Computer literate. Competencies And Attributes: Willingness to travel and work overtime. Proven ability to understand an institution's internal and distribution communication needs. Proven ability to conceptualise, execute and measure the effectiveness of internal communication channels and messages. Proven experience in writing and editing articles. Proven excellent command of written and spoken english. Ability to work under pressure and according to tight deadlines. Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to coordinate and organize work related tasks. High level of reliability. Ability to act with tact and discretion.
<b><u>DUTIES</u></b>	:	Produce well researched articles and texts for the department's internal stakeholders to be used in different formats, e.g. newsletters, brochures, pamphlets, leaflets, notice boards, and social media platforms. Take photos and establish a professional electronic database of photos. Develop and implement distribution plans for DCS publications. Edit articles from regional and management area communicators for publishing purposes. Manage distribution of DCS publication and keep records. Process internal communication requests and ensure they are attended to in line with procedures for Internal Communication e-mail messages. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: LEADERSHIP DEVELOPMENT REF NO: HO 2022/10/35</u></b> Directorate: Functional and Management Training
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Recognised National Diploma in Human Resource Development or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Ability to conduct or facilitate training courses. Computer literate. Valid driver's license. Competencies And Attributes: Communication skills. Project management. Human Resource Management. Interpersonal skills. Report writing. Managerial skills. Knowledge of regulations, policies and procedures, resolutions and acts.
<b><u>DUTIES</u></b>	:	Facilitate the development of leadership training policy and monitor the implementation thereof. Facilitate the development learning material and curriculum. Monitor the process of leadership development within DCS.

- Facilitate and conduct leadership training. Management of resources and personnel information.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/42** : **ASSISTANT DIRECTOR: MANAGEMENT COURSE DEVELOPMENT (PROGRAM MAINTENANCE) REF NO: HO 2022/10/36**  
Directorate: Functional and Management Training
- SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An appropriate national diploma/ degree in Human Resource Development or equivalent. 3-5 years' supervisory experience in Human Resource Development. Computer literate. Valid driver's license. Competencies And Attributes: Communication skills. Knowledge and understanding of Public Service regulations, policies and procedures, resolutions and acts. Facilitation and coordination skills. Training material development skills. Training skills. Project management. Human Resource Development. Interpersonal skills. Report writing and managerial skills.
- DUTIES** : Coordinate the development and review of course development policies within the department. Monitor the implementation of courses developed and the facilitation thereof. Establish course development processes and guidelines within DCS. Management of resources.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/43** : **ASSISTANT DIRECTOR: YOUTH DEVELOPMENT REF NO: HO 2022/10/37**  
Directorate: Gender and Employment Equity
- SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An appropriate degree/national diploma in Social Science/Public Management. 3-5 years' experience in youth/ social development. Computer literate. Valid driver's license. Competencies And Attributes: Negotiation and mediation skills. Time management. Planning and organising. Report writing skills. Research. Knowledge of project management and planning. Knowledge of procurement directives and procedures. Presentation skills. Analytical thinking. Communication skills.
- DUTIES** : Coordinate and oversee the design of youth development programmes within DCS. Facilitate the development and review of youth policy development. Coordinate awareness campaign on capacity/awareness to promote youth programmes. Conduct monitoring and evaluation on youth development implementation programmes and identify resources. Conduct research on youth development programmes. Management of resources.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/44** : **ASSISTANT DIRECTOR: OFFENDER INFORMATION REF NO: HO 2022/10/38**  
Directorate: Information Management
- SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized bachelor's degree or national diploma in Information Management or equivalent. 3-5 years relevant experience in information management environment. In-depth knowledge of information management in both correctional centres and community corrections will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Communication and project management skills. Information management. Interpersonal skills. Knowledge of the Correctional Services Act 111 of 1998 as amended. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Willingness to travel. Applied strategic thinking. Stakeholder management.
- DUTIES** : Implement the information governance framework. Identify business information needs and translate into business case. Ensure compliance with

information management policy and internal control measures. Maintain and update database of offender statistics. Monitor and conduct data audits in regions. Provide support to stakeholders regarding the management of data to enable the development and continuous enhancement of electronic and information systems. Manage human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/45** : **ASSISTANT DIRECTOR: WEB MANAGEMENT REF NO: HO 2022/10/39**  
Directorate: Marketing and Promotions

**SALARY** : R382 245 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized NQF level 6/7 (national diploma or bachelor's degree) in Information Technology/Computer Science or equivalent qualification within ICT related field. 3-5 years relevant experience in the IT field. Advantage will be given to the applicant who has deployed an organization's website from testing to production or live environment. Computer literate. Valid driver's license. Competencies And Attributes: Extensive knowledge of website design and layout source. Knowledge of project management. Technical skills and knowledge of at least (7) of these technologies: Wordpress, MSSQL and MySQL, Tomcat Apache, HTML, JavaScript / Typescript, CSS/SCSS, CSS Animation such as Adobe Program Suite or related, Cascading Style Sheets such as Gulp, open source module builders and framework building software.

**DUTIES** : Develop the department's website and web pages following the outlined project plan. Meet all determined planned phased deadlines. Follow best practice and standards for coding. Generate and maintain effective and efficient high-quality code. Use effective and efficient components and techniques to implement solutions. Ensure that all development work is backed up in line with the departmental IT backup policies. Ensure that all development work is properly tested before deployment. Prepare testing environment, examples and instruction manuals. Deploy changes to live environment following all approval processes. Multitask on development and analysis tasks simultaneously, defining priorities and efficiency. Keep project documentation up to date. Provide regular feedback on task signed, both written and verbal. Manage human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/46** : **SOCIAL WORK POLICY DEVELOPER GRADE 1: FEMALE, AGED AND DISABLED INMATES REF NO: HO 2022/10/41**  
Directorate: Social Work Services

**SALARY** : R369 258 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Services Professions (SACSSP). Registration with the South African Council for Social Service Professions (SACSSP) as a social worker plus eight (8) years appropriate experience in social work after registration as a social worker with SACSSP. Computer literate. Valid driver's license. Competencies and Attributes: Programme development, policy design development, research management and development, monitoring and evaluation of programmes and services. Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Financial management, presentation and people management skills. Ability to compile complex reports. Ability to work under pressure. Innovation and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.

**DUTIES** : Initiate, develop and maintain policies for the provision of comprehensive needs of females, elderly and offenders with disabilities. Develop policies and procedures on females, aged and disabled offenders. Conduct research regarding females, aged and disabled offenders for effective programme planning and service delivery. Develop systems and mechanisms to identify and assess offender's needs. Ensure maintenance of programme and services of females, aged and disabled offenders for implementation. Co-ordinate and

facilitate the workshops of officials dealing with females, aged and disabled offenders in the delivery of services. Co-ordination of activities for national and international days regarding females, aged and disabled offenders. Networking, consultation and intersectoral liaison with relevant internal and external role players regarding programmes and services to the females, aged, and disabled offenders. Create awareness within the department on females, aged and disabled offenders. Participate in the coordination and facilitation of all departmental activities to be in line with national and international norms and standards. Monitoring and evaluation of services and programmes in respect of females, aged and disabled offenders. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/47** : **SOCIAL WORK POLICY DEVELOPER GRADE 1: YOUTH AFFAIRS REF NO: HO 2022/10/42**  
Directorate: Social Work Services

**SALARY** : R369 258 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Services Professions (SACSSP). Registration with the South African Council for Social Service Professions (SACSSP) as a social worker plus eight (8) years appropriate experience in social work after registration as a social worker with SACSSP. Computer literate. Valid driver's license. Competencies and Attributes: Programme development, policy design development, research management and development, Monitoring and evaluation of programmes and services. Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Financial management skills. Presentation skills. People management skills. Ability to compile complex reports. Ability to work under pressure. Innovation and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.

**DUTIES** : Initiate, develop and maintain policies for the provision of comprehensive needs of child and youth offenders. Conduct research regarding child and youth for effective programme planning and service delivery. Develop systems and mechanisms to identify and assess offender's needs. Ensure maintenances of programme and services of child and youth offenders for implementation. Co-ordinate and facilitate the workshops of officials dealing with child and youth offenders in the delivery of services. Co-ordination of activities for national and international days regarding child and youth offenders. Networking, consultation and inter-sectoral liaison with relevant internal and external role players regarding programmes and services to child and youth offenders. Create awareness campaigns within the department on child and youth. Participate in the coordination and facilitation of all departmental activities to be in line with child and youth offenders. Participate in the review of policies regarding child and youth offenders in line with national and international norms and standards. Monitoring and evaluation of services and programmes in respect of child and youth offenders. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/48** : **SOCIAL WORK POLICY DEVELOPER GRADE 1: RESEARCH AND DEVELOPMENT REF NO: HO 2022/10/43**  
Directorate: Social Work Services

**SALARY** : R369 258 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Services Professions (SACSSP). Registration with the South African Council for Social Service Professions (SACSSP) as a social worker plus eight (8) years appropriate experience in social work after registration as a social worker with SACSSP. Computer literate. Valid driver's license. Competencies and

- Attributes: Programme development, policy design development, research management and development. Monitoring and evaluation of programmes and services. Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Financial management skills. Presentation skills. People management skills. Ability to compile complex reports. Ability to work under pressure. Innovation and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
- DUTIES** : Develop, implement and maintain social work policies. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies. Keep up to date with new developments in the social work field. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Research and development. Perform the administrative functions required in the unit. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/49** : **SENIOR ADMINISTRATION OFFICER: OFFENDER INFORMATION REF NO: HO 2022/10/44**  
Directorate: Information Management
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: National Head Office, Pretoria  
: Recognized national diploma in Information Management or equivalent. 2-3 years relevant experience in working with systems. Computer literate. Valid driver's license. Competencies And Attributes: Communication and project management skills. Ability to network. Report writing and managerial skills. Knowledge of relevant regulations, policies and procedures, resolutions and acts. Stakeholder management. Willingness to travel.
- DUTIES** : Perform data audits on core systems (Admission, Detention Release (A&R) and Community Corrections), promote data integrity and compliance with the certification of data protocols. Participate and facilitate user requirement specification sessions in coordination and cooperation with business and systems development when new relevant systems (within this functionality) are developed. Ensure that the user requirements of business for their requested system(s) are incorporated and reflected in the end product. Facilitate and participate in the implementation of the enhancements to the A&R and community correction systems as well as the implementation of new relevant operational systems within this function. Perform required administrative duties; taking minutes at meeting and maintain sound document management in line with DCS requirements. Conduct training of users on community correction system and relevant operational systems in relation to this functionality. Attend, investigate and resolve all calls/problems logged on Gestionnaire Libre de Parc Informatique (GLPI) system by correctional centres and community corrections' officials. Management of resources and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/50** : **SENIOR INTERNAL AUDITOR: RISK BASED AUDIT REF NO: HO 2022/10/45**  
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: National Head Office, Pretoria  
: B. Comm/B. Compt. (with Accounting and Auditing as majors) or a (3) year national diploma in Internal Auditing and 3-5 years' experience in the auditing field. Registration with the Institute of Internal Auditors of South Africa will be an added advantage. Willingness to travel. Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework (PSRF), Public Service Financial and other

- System/s, Standards for the Professional Practices of Internal Auditing and Generally Recognized Accounting Principles. Risk management. Human resources management practices and service delivery principles (Batho Pele). Ability to work in a team. Planning and organizing. Good written and verbal skills. Lateral and innovative thinking. Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation and project management. Confidentiality, fairness, respect and honesty.
- DUTIES** : Plan allocated audit assignments. Conduct audit assignments in accordance with the audit programmes. Communicate audit results. Follow-up on the implementation of audit recommendations. Compile audit file. Management of resources and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/51** : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATIVE SUPPORT REF NO: HO 2022/10/46**  
Directorate: Internal Audit
- SALARY** : R321 543 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Relevant degree or national diploma in Public Administration/Office Administration or relevant qualification. 3-5 years relevant experience. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of Public Finance Management Act (PFMA) and accompanying Treasury Regulations, Public Service Regulatory Framework, Public Service Financial and other related system/s. Planning and organizing. Good written and verbal communication skills. Detail orientated (attention to detail). Interpersonal relations. Problem solving skills. Time management. Application and interpretation of legislation.
- DUTIES** : Identify office needs. Ensure effective asset management and utilization of assets for the directorate. Conduct regular assets and inventory counts and inspection. Ensure optimal utilization of financial resources and support with regard to budget management in line with the relevant directives and legislations. Perform budget control and ensure enforcement of financial disciplines. Ensure compliance with policies and procedure in the Directorate. Management of performance information. Management of human resources and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/52** : **SENIOR ADMINISTRATION OFFICER: CLUBS AND MESSES REF NO: HO 2022/10/47**
- SALARY** : R321 543 per annum  
**CENTRE** : Kroonstad Training College  
**REQUIREMENTS** : Recognised three (3) year degree/national diploma in Hospitality Management or equivalent qualification. 2-3 years food services experience. Computer literate. Valid driver's license. Competencies And Attributes: Hospitality management. Health and Food Safety Acts. Conversant with acts, policy and legislation. Problem solving and decision making. Ability to interpret policy and legislation. Report writing. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.
- DUTIES** : Monitor and oversee kitchen and food services and ensure adherence to health and safety standards. Control and maintain kitchen inventory and ensure compliance with safety and cleanliness standards. Facilitate the training and development of inmates as caterers and ensure safety is upheld. Management of human resources and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/53** : **SENIOR HR PRACTITIONER: SELECTIONS REF NO: HO 2022/10/48**  
Directorate: HR Administration and Utilization
- SALARY** : R321 543 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Head Office, Pretoria
	:	Recognised degree or national diploma in Human Resource Management or equivalent qualification. 2-3 years' experience in a similar environment. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of HR Policies related to recruitment and selection, leave, performance assessment, discipline, grievances, skills development, occupational health and safety, employee wellness, remuneration and allowances. Knowledge of DCS financial policy regarding claims, expenditure, advances, payments and invoices. Good communication skills. Problem solving and listening skills. Knowledge of Public Service Regulations and Employee Relations Act. Policy development including analysis, monitoring, evaluation and implementation. Information collection, analysis, interpretation and dissemination with regard to HR policies, acts and regulations. Knowledge of Basic Conditions of Employment Act, HR Mandates and Employment Equity Act.
<b><u>DUTIES</u></b>	:	Monitor and administer the implementation of policies on selection. Monitor and administer the shortlisting of candidates' process. Monitor and administer the appointment of shortlisting panel. Ensure the application of selection instrument. Monitor the interview process and interview panel proceedings. Compilation of submission on the outcome of results during interview proceedings. Provide inputs during the formulation of HR policies. Ensure compliance to HR policies within the division. Approval of leave for subordinates. Conduct performance management of staff. Determine the training needs of staff. Arrangement of training for staff. Resolution of conflicts/grievances of staff. Compilation of reports (monthly and quarterly reports). Management of human resources and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/54</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: PROFESSIONAL AND COORDINATING SERVICES REF NO: HO 2022/10/49</u></b> Directorate: Core Curriculum
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	National Head Office, Pretoria
	:	Recognised degree or national diploma in Public Administration/Information Management/Management of Training. 2-3 years' experience in HRD or Education and Training and or as Learnership Coordinator. Computer literate. Valid driver's license. Competencies And Attributes: Sound knowledge of human resource development. In depth knowledge of DCS policies, regulations, equity issues and procedures pertaining to training related to learnership issues. Communication, problem solving and analysis, client orientation and focus. Decision making, integrity and honesty, good interpersonal relation and assertiveness.
<b><u>DUTIES</u></b>	:	Maintain the quality management system in the directorate in line with the ETD policy and regulatory frameworks. Maintain the information security system (ISMS) in compliance with applicable standards and regulatory requirements. Consolidate report, information and statistics data. Ensure proper retention of records and documents. Create a filing system that is user friendly and updates the Quality Management System (QMS). Contribute in the update and reviewing of QMS and ISMS related documents in collaboration with other team members or role players. Render support services within the directorate. Management of human resources, finance and assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/55</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: EMPLOYEE DISCIPLINE REF NO: HO 2022/10/50</u></b> Directorate: Employee Relations
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum
	:	National Head Office, Pretoria
	:	Recognised degree or national diploma in Labour Relations. 2-3 years' experience in Labour Relations or similar environment. Computer literate. Valid driver's license. Competencies And Attributes: Advisory skills. Basic Conditions of Employment Act. Knowledge of DCS HR corporate policies.



- Knowledge of DCS grievance procedure. Labour Relations Act with emphasis on dispute resolution mechanisms and code of good practice on dismissals. Rules of the dispute resolution agencies – CCMA and GPSSBC. Rules pertaining to conciliation and arbitration practices. RSA Constitution with regards to labour rights. Communication, information collection, analysis, interpretation and dissemination. Mediation, conflict management and resolution, problem solving, listening and analytical thinking skills. Applying investigation techniques. Public Service Act and Regulations. Knowledge of DCS employee relation policy. Knowledge of DCS disciplinary code and procedure. Knowledge of Public Service Disciplinary Code and Procedure.
- DUTIES** : Dispute resolution. Provide support in the development of policies and procedures. Provide advice and guidance to management. Provide employee discipline management support. Management of human resources, finance and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/56** : **SENIOR ADMINISTRATION OFFICER: PROJECT ADMINISTRATION REF NO: HO 2022/10/51**  
Directorate: Project Management
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
National Head Office, Pretoria  
Recognized three-year degree or national diploma in project management or equivalent qualification with 2-3 years' experience in the project management environment. Computer literate. Valid driver's license. Competencies And Attributes: Data analysis skills. Communication skills (verbal and written). Problem solving skills. Financial management and project management. Ability to priorities and manage multiple tasks. Innovative and creative. Understanding of public service policy and legislative framework. Good interpersonal relations. Integrity and honesty.
- DUTIES** : Provide support on the administration of projects. Conduct basic research on project management tools. Develop and maintain database of all departmental projects. Develop and maintain a stakeholder list for networking with internal and external stakeholders. Logistical and financial administration. Management of resources.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/57** : **SENIOR STATE ACCOUNTANT REF NO: HO 2022/10/52**  
Office of the CDC Remand Detention
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
National Head Office, Pretoria  
Relevant bachelor's degree or national diploma in Cost and Management Accounting or equivalent qualification. 2-3 years' experience in a similar environment. Knowledge of BAS, PERSAL and Logis systems. Computer literate. Valid driver's license. Competencies and Attributes: Problem solving and decision making. Facilitation, presentation, training and communication skills. Plan, organize, lead and control. Project management. Conflict management. Time management. Confidentiality. Coaching and mentoring. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact. Ability to network.
- DUTIES** : Compiling the branch expenditure reports. Monitoring of irregular and wasteful expenditure and ensure that measures are in place to prevent such. Compiling the monthly disclosure report. Consolidate all the chief-directorate (Branch) disclosure financial reports for gifts and registers. Prepare monthly projection branch expenditure. Coordinate monthly budget meetings for the branch. Compile branch monthly asset register in the office of the CDC. Monitoring financial performance. Coordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Coordinate the rendering of support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch. Execute responsibilities of

officials as stipulated in Section 45 of the PFMA. Management of human resources, finance and assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/58** : **NETWORK CONTROLLERS REF NO: HO 2022/10/53 (X4 POSTS)**  
Directorate: IT Infrastructure and Telephony

**SALARY** : R261 372 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized degree or national diploma in Information Technology or equivalent qualification. 1 -2 years' experience in IT and network environment. Computer literate. Valid driver's license. Competencies And Attributes: Good understanding of MS Windows XP/7/10 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Planning and organising with regard to own work. Ability to operate computer hardware and software. Problem solving. Ability to work in a team. Interpersonal relationships. Record keeping. Typing skills. Information gathering. Communication skills. Improve efficiency with regards to own work. Be able to function autonomously.

**DUTIES** : Provide desktop /server support. Receive request from help desk. Manage and maintain a virus free network. Install and maintain Transversal system (BAS, LOGIS, PERSAL). Receive requests from users. Install all systems requested. Installation and maintenance of printing from all systems. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Monitor wide and local area networks. Maintain and repair network faults. Place network points and replace. Monitor and connect IP Telephony and Video Conferencing. Receive requests to create virtual boardroom. Create meeting ID for users. Configure switches to communicate with the telephone.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/59** : **HELP DESK SUPPORT TECHNICIAN REF NO: HO 2022/10/54**  
Directorate: IT Infrastructure and Telephony

**SALARY** : R261 372 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized degree or national diploma in Computer Science/ Information Technology or equivalent qualification. (A+, N+) and two (2) or more years in ICT Helpdesk and ITIL certification. Valid driver's license. Competencies And Attributes: Knowledge of multiple technical disciplines (workstation connectivity, applicable software, and troubleshooting techniques). Good customer relations. Desktop hardware and software knowledge. Knowledge of desktop fault diagnosis and rectification. Telephone etiquette. Problem solving and good communication skills. Ability to work in a team. Typing and analytical skills.

**DUTIES** : Provide first line support. Provide first level telephone support to the end-user community on hardware, software and network-related problems. Liaise with clients and external vendors on logged calls. Log calls with external vendors as per service level agreement and track the resolution of the incident. Classify level, priority and nature of incident/problem. Escalate incidents and problems in the help desk system to other support areas. Track activities related to the resolution of the incident/problem. Administration of logged calls. Enhance technical analysis in terms of software/hardware trouble-shooting and problem-solving. Provide advice regarding the set-up, configuration and usage of computer.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/60** : **ADMINISTRATION OFFICER: PROCUREMENT REF NO: HO 2022/10/55**  
Directorate: IT Infrastructure and Telephony

**SALARY** : R261 372 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Recognized degree or national diploma in Computer Science and/or A+ and N+ with 2 years' experience in a network environment. Computer literate. Valid driver's licence. Competencies And Attributes: Strong communication and

- report-writing skills. Good understanding of MS Windows XP/7 as well as the MS Office suite. Good understanding of Linux/Ubuntu and Open Office. Be able to function autonomously. Self-driven. Be able to function autonomously. Good customer relations. Communication and report-writing skills. Functional ability. Quick thinking. Diagnostic action research. Innovative and creative. Problem solving. Assertiveness.
- DUTIES** : Management of the IS storeroom. The facilitation of IS procurement process. Liaise with stakeholders/clients of IT pertaining to delivery, payments and distribution of equipment. Monitoring SLA for the suppliers as per SMS contract. Rendering administrative support to the IS management. Secretariat to the ITC committee. Assist with end users support. Management of resources and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/61** : **JUNIOR DEVELOPER REF NO: HO 2022/10/56**  
Directorate: Application Development
- SALARY** : R261 372 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Relevant IT qualifications. Minimum 1 + years working knowledge of software development. Experience in developing intranet and internet websites. Knowledge of basic coding language such as XML, XSL, HTML, JavaScript, VB Scrip, Visual Basic, COM, ASP< C#, SQL. Database (i.e. oracle and MS SQL) knowledge will be an added advantage. Computer literate. Valid driver's license. Competencies and Attributes: Technical Knowledge. Training in telephone etiquette. Training in image projection. Communication (verbal & written). Interpersonal relations. Time management. Team Work. Problem solving skills. Analytical thinking. Accountable. Committed. Disciplined. Flexible. Punctual. Respect. Self-confidence. Integrity and honesty. Professionalism. Understanding of Public Service policy and legislative framework. Service delivery and client orientation.
- DUTIES** : Develop and publish website content. Writing stable code. Internet and intranet maintenance. Writing and maintaining code. Monitoring the technical performance of internal systems. Debugging code. System documentation. Maintain and customize existing application systems. Analyse and implement new requirements. Develop future application systems. Ensuring quality of delivered solution. Management of resources and assets.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
- POST 39/62** : **PARA-LEGAL ADMINISTRATION SUPPORT REF NO: HO 2022/10/57**  
Directorate: Litigation
- SALARY** : R261 372 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Paralegal certificate/diploma. Minimum 2 years' experience in a legal environment. Computer literate. Valid driver's license. Competencies And Attributes: Understanding of legal documents and processes in handling litigation. Ability to work in a pressurised environment. Excellent typing skills and attention to detail. Ability to work independently and to prioritize tasks. High proficiency in MS Office. Maintain professionalism and confidentiality. Excellent administration skills.
- DUTIES** : Provide legal administrative support to the legal administration officers. Acknowledgement of receipt of documents (summons, motion applications and all other correspondence), verification and recording on behalf of the legal administration officers. Distribution of documents to the legal administration officers. Receipt of and verification of advocate's invoices and bills of costs and confirmation thereof with legal administration officer. Taking of messages and responding to urgent enquiries in the absence of legal administration officer. Create, manage and maintain filing system for the legal administration officers. Management of resources and assets. Maintain, update and diarise important events and dates. Maintain and manage checklist of each file before closing file e.g. Payment of account to service providers.
- ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

<b><u>POST 39/63</u></b>	:	<b><u>ADMINISTRATION OFFICER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum National Head Office, Pretoria: Office of the DC Communications Ref No: HO 2022/10/58 National Head Office, Pretoria: Directorate: Legal Contract Management Ref No: HO 2022/10/59 Krugersdorp Training Centre Ref No: HO 2022/10/60
<b><u>REQUIREMENTS</u></b>	:	Recognized three (3) year tertiary qualification in Administration/Public Management or equivalent qualification with 1-2 years relevant experience. Computer literate. Valid driver's license. Competencies and Attributes: Plan and organize. Client orientation. Communication. Policy analysis and interpretation. Report writing. Knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Integrity and honesty. Confidentiality. Interpersonal relations. Problem solving skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide administrative support functions. Ensure compliance and execution of logistical functions. Ensure all documents are filed according to the filing system of DCS. Safe keeping of files. Ensure compliance and execution of financial functions. Exercising of inventory control. Arranging transport and booking of accommodation. Arranging work sessions/workshops with relevant stakeholders. Management of assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/64</u></b>	:	<b><u>ADMINISTRATION OFFICER: PERSONNEL ADMINISTRATION REF NO: HO 2022/10/61 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum Zonderwater Training College
<b><u>REQUIREMENTS</u></b>	:	Recognised degree/national diploma in Human Resource Management or equivalent qualification. 1-2 years relevant experience. Knowledge of PERSAL. Computer literate. Valid driver's license. Competencies And Attributes: Plan and control, report writing, punctuality, confidentiality, service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact. Ability to work under pressure. Communication, financial, interpersonal and time management skills.
<b><u>DUTIES</u></b>	:	Ensure the implementation of Human Resource policies such as leave administration, state accommodation, performance management, development system grievances. Handle disciplinary procedure and injury on duty, transfers and termination of services. Communicate policy matters. Maintain post establishment. Management of assets.
<b><u>ENQUIRIES</u></b>	:	Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.
<b><u>POST 39/65</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR 1-5) REF NO: HO 2022/10/40 (X2 POSTS)</u></b> Directorate: Legal Contract Management
<b><u>SALARY CENTRE</u></b>	:	R201 387 - R926 193 per annum, (Salary will be determined in accordance with the OSD requirements) National Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB or (4) year recognized legal qualification with appropriate post qualification legal experience as prescribed in the OSD for legally qualified professionals. Admitted Attorney/Advocate will be an advantage. Computer literate. Valid driver's license. Competencies and Attributes: Sound knowledge of the South African legal system. Understanding of law of contract. Legal research and drafting skills. Report writing, analytical, communication and policy interpretation skills. Good negotiation and conflict management skills.
<b><u>DUTIES</u></b>	:	Conduct research and provide sound legal opinions and advise the department and contract management structures in the department. Attend to vetting, editing and certification of contracts. Assist contract management structures/client directorates in the department with the implementation of penalty clauses in case of non-compliance with the departmental contracts. Monitor departmental contracts. Implement legal contracts management tools.

Represent the department in dispute resolution structures. Manage contract related litigation matters. Provide legal advice and support to management regarding interpretations, legal liability, exercising of power and other legal matters. Ensure the execution of judicial acts. Assist the department in developing sound policies, by vetting, editing policies and legal certification of policies. Ensure the execution of judicial acts (write offs/ recoveries of debts and losses).

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/66** : **ADMINISTRATION CLERK REF NO: HO 2022/10/62**  
Directorate: Policy and Procedure Coordination

**SALARY** : R176 310 per annum  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent. Experience in a comparable environment will be an added advantage. Computer literate. Competencies and Attributes: Conversant with acts and policy/legislation. Problem solving and decision making. Ability to interpret policy/legislation. Report writing. Time management. Confidentiality. Understanding of public service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness and willingness to travel. Influence and impact. Ability to network.

**DUTIES** : Provide administrative support functions. Ensure compliance and execution of logistical functions. Effective administration and arrangement of transport (air and hired vehicles) and accommodation. Ensure all documents are filed accordingly. Safe keeping of files. Ensure compliance and execution of financial functions.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/67** : **HR CLERK: PERSONNEL ADMINISTRATION REF NO: HO 2022/10/63**

**SALARY** : R176 310 per annum  
**CENTRE** : Zonderwater Training College  
**REQUIREMENTS** : Grade 12 or equivalent. Experience in a comparable environment will be an added advantage. Computer literate. Competencies And Attributes: Problem solving skills. Interpersonal relations. Punctuality. Policy implementation. Conflict resolution. Communication skills. Integrity and honesty. Friendly and adaptability. Confident. Self-discipline. Ability to work under pressure. Punctuality. Policy implementation. Assertiveness. Influence and impact. Ability to network.

**DUTIES** : Administer the implementation of HR policies such as leave administration, state accommodation, performance management, development system grievances, disciplinary procedures, injury on duty, transfers and termination of services. Communication policy matters. Arrange personnel meetings. Update and maintain Z8, Z168 and compiling duty list. Compile G224. Capture and process PERSAL transactions. Process leave gratuities. Management of assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/68** : **SECRETARY (X7 POSTS)**

**SALARY** : R176 310 per annum  
**CENTRE** : National Head Office, Pretoria: Directorate: Legal Contract Management (Ref No: HO 2022/10/64)  
National Head Office, Pretoria: Directorate: Functional and Management Training (Ref No: HO 2022/10/65)  
National Head Office, Pretoria: Directorate: Security Management Services (Ref No: HO 2022/10/66)  
National Head Office, Pretoria: Office of the CDC Community Corrections (Ref No: HO 2022/10/67)  
National Head Office, Pretoria: Office of the DC Personal Corrections (Ref No: HO 2022/10/68)

National Head Office, Pretoria: Directorate: Risk Profile Management (Ref No: HO 2022/10/69)

National Head Office, Pretoria: Directorate: HR Support (Ref No: HO 2022/10/70)

**REQUIREMENTS** : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies And Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

**DUTIES** : Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/69** : **TELCOM OPERATOR REF NO: HO 2022/10/71**

**SALARY CENTRE REQUIREMENTS** : R147 459 per annum  
: Zonderwater Training College  
: Grade 12. Training in the use of Switchboard. Experience in the operation of the switchboard. Computer literate. Competencies And Attributes: Communication, planning, organizing, punctuality and confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness and advanced typing skills. Strong and friendly personality. Ability to work under pressure.

**DUTIES** : Administer and operate the departmental switchboard. Ensure proper maintenance of the switchboard equipment. Keep an updated telephone list. Record and maintain the register for security related matters. Receive telephone calls and channel to relevant role players. Answering of the PABX System. Control over PABX usage. Exercising of control over official/private calls made from the PABX network. Registering of private calls.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi Tel No: 012 305 8589 or Ms Khumalo NS Tel No: 012 307 2174.

**POST 39/70** : **DRIVERS REF NO: HO 2022/10/72 (X2 POSTS)**

Office of the National Commissioner

**SALARY CENTRE REQUIREMENTS** : R124 434 per annum  
: National Head Office, Pretoria  
: Grade 12. Three (3) years' experience in driving. Completion of an advanced driver's course will be an advantage. Valid driver's license. Competencies and Attributes: Plan and organize. Punctuality. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to work under pressure. Good interpersonal relations. Good communication and listening skills. Knowledge of government regulations relating to transport.

**DUTIES** : Collect and deliver documents from the post office. Distribute documents in and outside of the department. Maintain the vehicle allocated to the office of the National Commissioner. Keep accurate record of all official trips. Complete log book. Manage assets.

**ENQUIRIES** : Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo Tel No: 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.